

TAXATION DISCIPLINARY BOARD

www.tax-board.org.uk

Role Title:	TDB Administrative Assistant
Reporting to:	TDB Executive & Strategy Officer
Hours:	14-21 hours
Salary:	£23,750 (FTE)
Location:	Remote Working & Central London
Key Responsibilities:	Provide support to the Executive and Strategy Officer (ESO) with operational functions. • in preparing agendas together with preparation, coordination and circulation of papers and minutes of Board meetings • monitor admin email inbox • assist ESO with strategic tasks
People:	• Responding to panel member queries • Assist with organisation of the annual Panel Members training day • Liaison with TDB operations Team • Liaison with the Clerk • Assist with organisation of Panel hearings
Financial:	• Checking invoices and panel member fee claims have been submitted using the correct form, are correctly completed and that any expenses claimed are supported by receipts, recording invoice details on spreadsheets as directed by the ESO. • Monitoring panel member and presenting counsel fee claims • Monitoring and progressing debt recovery with external agencies
Other:	• Monitor website and identify any decisions requiring publication and decisions to be removed from website as required in accordance with the regulations. • Assist ESO with GDPR compliance